

**King County District Court
Office of the Presiding Judge**

W1034 King County Courthouse
516 Third Avenue
Seattle, Washington 98104
Telephone: (206) 205-2820
Fax: (206) 296-0596

Judge Corinna D. Harn,
Chief Presiding Judge

Tricia Crozier,
Chief Administrative Officer

December 14, 2004

Dear Prosecuting Authority:

King County District Court is going paperless!

We will begin scanning all documents received by the court after January 1, 2005, into an electronic case management system (DCor). We are asking for your assistance with the citations, infractions, and all other documents you file with the court.

GR 14 (a) states:

Format Requirements. All pleadings, motions, and other papers filed with the court shall be legibly written or printed. The use of letter-size paper (8-1/2 by 11 inches) is mandatory. The writing or printing shall appear on only one side of the page. The top margin of the first page shall be a minimum of three inches, the bottom margin shall be a minimum of one inch and the side margins shall be a minimum of one inch. All subsequent pages shall have a minimum of one inch margins. Papers filed shall not include any colored pages, highlighting or other colored markings.

In preparation for this change, we are asking that you review all documents you file and make any adjustments so your documents will be in compliance by January 1, 2005. Any documents filed with the court after January 1, 2005, that are not legibly printed, do not have a 3" margin on top, or have a faulty case number will need to be returned by the court.

To prepare for DCor, we have taken a considerable amount of time evaluating scanners for the courts in order to maximize the efficiency in the scanning and

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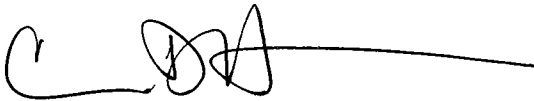
indexing process. Our scanners are capable of scanning both sides of documents including citations and notices of infractions. The assistance we are asking from you is as follows:

- The officers use the back of the citation for notes if at all possible.
- If the officer notes are not written on the back of the citation/infraction, please staple them with ONE staple to the document and make sure the citation/infraction number is on the attached document.
- Do not print notes on colored paper.
- If highlighter pens are used, please make sure these are yellow only. All other colors are turned black by the scanners, and therefore the information underneath can't be read.
- Incident reports on 8 ½" x 11" paper can be folded in half and attached with one staple, but again, the items listed above should be followed: no colored paper, yellow highlighter only, and citation/infraction number included on all pages.

Thank you in advance for sharing this information with all your staff and law enforcement officers before January 1, 2005. If you have any questions or concerns, please contact Cathy Grindle, Director, Court Technology at cathy.grindle@metrokc.gov or at 206-205-5515.

Our sincere thanks for helping us improve access to justice at King County District Court.

Sincerely,

A handwritten signature in black ink, appearing to be 'Corinna D. Harn', with a long horizontal line extending to the right.

Corinna D. Harn
Chief Presiding Judge